

UNITED STATES DISTRICT COURT -DISTRICT OF COLUMBIA



JOB OPPORTUNITY NUMBER: 2006-05

POSITION: Court Reporter

LOCATION: Washington, DC

OPENING DATE: September 8, 2006

CLOSING DATE: Open Until Filled

CLASSIFICATION LEVEL/SALARY RANGE: \$69, 370 -\$83,244 Based on Experience

POSITION OVERVIEW:

The Court Reporter is responsible for the recording and transcription of verbatim testimony of court sessions and/or other proceedings.

QUALIFICATIONS:

The position requires the ability to record verbatim testimony of court and other proceedings, to read back any or all portions of the court record, to work well under pressure, and to produce transcripts within required time limitations. Realtime proficiency is required. Only those meeting the minimum eligibility requirements and qualifications will be considered. The minimum eligibility requirements are as follows:

- Four years of prime court reporting experience in the freelance field of service, in other courts, or a combination thereof (*e.g.*, depositions, adversary proceedings before a presiding official, grand jury proceedings);
- Reporters shall have tested successfully for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or have passed an equivalent qualifying examination. If a reporter has qualified by other than NCRA testing, evidence of equivalent certification **MUST** be provided;
- Real time proficiency and RPR certification is required.
- The ability to record and transcribe 180 words per minute for literary matter, 200 words per minute for jury charge, and 225 words per minute for testimony, at 95% accuracy within 3.5 hours;
- Skilled in the use of Computer-Aided transcription equipment;
- Possess and provides all necessary personal equipment and software.

BENEFITS:

A generous benefits package is available to full-time permanent employees which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service towards leave accrual rates and retirement

CONDITIONS OF EMPLOYMENT:

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

Final candidates will undergo a background check.

Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are at will and can be terminated with or without cause by the court.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

TO APPLY:

If you meet the stated qualifications and share the Court's commitment to excellent customer service, you can apply via the United States District Court for the District of Columbia Clerk's Human Resources Department.

All interested applicants must submit a completed application packet to the Human Resources Department. Incomplete application packets will **not** be considered.

Completed application packets must contain the following:

- United States District Court for the District of Columbia employment application (Form AO 78)
- Three or more Professional References.
- RPR Certification (copy)

All application forms and materials are located on the court's internet site at www.dcd.uscourts.gov. Completed application packets must be submitted to the United States District Court for the District of Columbia Clerk's Human Resources Department for consideration either in person, via fax or via email.

In person or via mail:

**United States District Court for the District of Columbia
Clerk's Office
Human Resources Department
333 Constitution Ave., NW
Washington, DC 20001**

Via fax:

(202) 354 - 3528

Via email:

DCD_HUMANRESOURCES@dcd.uscourts.gov

Due to the volume of applicants, the Human Resources Department will only contact applicants meeting the minimum eligibility requirements for testing and interviews. Application packets are kept on file and considered for a minimum of one (1) year.

Any questions related to this process should be directed to Human Resources at (202) 354-3200.

Equal Employment Opportunity Employer.